

PROSPECTUS FOR NEW STUDENTS' PARENTS¹

□ CLASSES

The class lists will be provided during the first day of school, Monday 12 September, in the Conference Hall by the teachers.

□ TEACHERS' NAMES AND CLASSES

The teachers' names and their classes will be provided on Monday 12 September.

□ SCHEDULING INFORMATION

The school timetable for the first day is available on the website <https://www.istitutogiulio.edu.it/>

□ PARENTS' INFORMATION

Due to Covid restriction policies, all the parents cannot enter the school. A general meeting has been scheduled for the first classes on Friday 7 October 2022, afternoon time. All the general information about time and place will be lately available on the website <https://www.istitutogiulio.edu.it/>

□ SCHOOL HOURS

Lessons are from Monday to Friday:

1 [^] hour	8:00 - 9:00
2 [^] hour	9:00 - 9:55
1 [°] school break	9:55 - 10:05
3 [^] hour	10:05 - 11:00
4 [^] hour	11:00 - 11:55
2 [°] school break	11:55 - 12:05
5 [^] hour	12:05 - 13:00
6 [^] hour	13:00 - 13:55
3 [°] school break	13:55 - 14:05
7 [^] hour	14:05 - 15:00

Every lesson lasts 60 minutes.

The first classes will have the 7th hour twice a week, on Monday and Wednesday.

The school year is divided into 2 terms: the first one from 12 September to 23 December and the second one from 9 January to 9 June. Lessons finish on Friday 9 June.

□ ABSENCES, ILLNESSES, OTHER CIRCUMSTANCES

In case of delays and absences, the students must fill in the template available on the register (accounts and passwords will be soon provided) the same day as his/her access to school. The student can access his/her class after 8:50 providing medical documents or with a parent/tutor. (10 late arrivals and 10 early leaves at most)

Regular attendance is essential, according to DPR 122/2009 attendance policies, absences cannot overcome 25%. The student must attend 75% of the lessons otherwise, by failing to meet this minimum standard, the year can be seriously compromised.

¹ **Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

❑ **EARLY LEAVES**

Early leaves can be scheduled **AT MOST 1 HOUR BEFORE THE TIMETABLE; STUDENTS MUST INFORM THE TEACHER IN CLASS WITHIN THE FIRST HOUR.** Students under 18 can leave the school only with a parent or a tutor. Students under 18 can autonomously leave the school by filling a document provided by the school. Early leaves for more hours in a day require medical documents/appointments.

In case of early leaves provided by the school, students under 18 must show the parents/tutor signatures on the register otherwise they cannot leave the building.

❑ **NEWS- STUDENTS' EMAILS**

On the online register parents/tutors can find all the information and news that must be electronically signed by them. Every student in the school will have a personal email address with the following account @didalabgiulio in order to get in contact with teachers and possible online activities. (for teachers and students the addresses are: nome.cognome@didalabgiulio.it IE: mario.rossi@didalabgiulio.it)

The school highly recommends to daily double-check the register for news and events.

❑ **HEADMASTER**

Prof. F. Gaddò receives by appointment: giulio@istitutogiulio.it

❑ **HEADMASTER STAFF**

Prof.ssa R. Scinarido Ratto - Prof. ssa Gorgone, Prof. Cannatà

Monday to Friday: 8:00-12:00

Phone: 011.658702; email: vicepresidenza@didalabgiulio.it.

❑ **TEACHERS' MEETINGS**

All the teachers receive weekly by appointment, hour and day are communicated at the beginning of the school year and each appointment must be arranged with the different teachers

❑ **PUBLIC HOLIDAYS**

1 November 2022

8-10 December 2022

From 24 December 2022 to 07 January 2023 (Christmas Holiday)

20-21 February 2023 (Carnival Holidays)

From 06 April to 11 April 2023 (Easter Holiday)

24-25 April 2023

1 May 2023

2 June 2023

SCHOOL SECRETARY'S OFFICE

Monday to Friday	10:30-12:30
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